



RFI Details

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000009156	RFI	RFx	1
Event Round	Version		
1	1		
Event Name			
SWC #531 - Birth Control Devices			
Start Time	Finish Time		
10/19/2015 14:00:00 CDT	10/28/2015 15:00:00 CDT		

Bidder: PUBLIC EVENT DETAILS

Submit To:
Contact: Douglas Whitcomb
Phone: 615/741-3856
Email: Douglas.Whitcomb@tn.gov

Event Description

PRE-RESPONSE CONFERENCE NOTIFICATION

Pre-Response Meeting Time: October 28th, 2015 at 3:00 PM.

Contact Douglas Whitcomb at 615-741-3856

If you are unable to attend but would like to call into the meeting please follow instructions bellow

For callers in the 615 area code, call 253-8313.

For callers outside the 615 area code, call 1-855-543-5040.

The first person who calls, whether it is the host or a participant, will get a ring until the 2nd person calls. The 2nd person calls, the two participants will be connected. Each successive participant will be joined with the existing participants.

This event is a Request for Information (RFI) to establish a statewide contract for state, county and municipal control device purchases.

The targeted start of contract period is 01/01/16; ending 12/31/18.

Please Note* This information is subject to change.

READ THE ENTIRE Request for Information (RFI), including the Event Details, Specifications, and Terms and Conditions, and any other attachments.

If the link included in the e-mail notification does not work, please go to supplier.edison.tn.gov

Note: Attendees are advised to print copies of the attached event documents for their use at the pre-bid. Please arrive prior to the event.

This is not a bid request; this is a request for information.

Request for Information (RFI)
Conference: Pre-Response Conference

Title: SWC 531 - Birth Control Devices
Pre-Bid Conference: 10/28/15 at 3:00PM (CDT)

Location:
Conference Room M
William R Snodgrass/TN Tower, 3rd Floor
312 Rosa L. Parks Blvd
Nashville, TN 37243

If you have questions, please call the Central Procurement Office's main number at (615) 741-1035 and ask for Doug Whitcomb

Factor Summary

Question	Response
Please answer yes or no to the following. If "yes", describe using additional pages and attach to the Response including any relevant details:	
(a) is the Respondent presently debarred, suspended, proposed for debarment, or voluntarily excluded from covered transactions by any federal or state department or agency;	
(b) has the Respondent within the past three (3) years, been convicted of, or had a civil judgment rendered against the contracting party from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or	



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commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c)is the Respondent presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed above; and (d)has the Respondent within a three (3) year period preceding the contract had one or more public transactions (federal, state, or local) terminated for cause or default.

Required:Yes Mandatory ResponseNo

Response Comments

Please list the following information regarding your company's contract administrator.

List the Contract Administrator's Name

List the Contract Administrator's Address

List the Contract Administrator's Phone Number

List the Contract Administrator's Toll Free Phone Number

List the Contract Administrator's Pager or Cell Number

List the Contract Administrator's Email Address

List the Contract Administrator's Website

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Vendor Contract Administrator

The bidder shall list their company's Contract Administrator. The Contract Administrator shall be the contact person for all questions regarding the contract. Note: The bidder can attach a list of alternate personnel to contact to the bid.

The bidder shall indicate whether or not they plan to sub-contract:

No: The bidder does not anticipate using a sub-contractor at this time and agrees to submit a request to subcontract during the contract period prior to using a subcontractor.

Yes: The bidder shall list the subcontractor(s). Attach list of additional subcontractors to the bid, including the following for each subcontractor.

List the Sub-Contractor's Name
List the Sub-Contractor's Address
List the Sub-Contractor's Contact Person



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List the Sub-Contractor's Phone Number

Required:Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Subcontracting

The Contractor shall not assign this Contract or enter into a subcontract for any of the goods or services provided under this Contract without obtaining the prior written approval of the Central Procurement Office. Notwithstanding any use of approved subcontractors, the Contractor shall be the prime contractor and shall be responsible for all work provided.

A link to the Central Procurement Office's surveying tool is included in the Event Attachments. We ask that you take a few short minutes to complete this survey. The purpose of this survey is to strengthen procurement processes of the Central Procurement Office (CPO) by capturing Vendor/Bidder assessments of, and actionable comments on, the process put in place by the Central Procurement Office. Your responses will remain anonymous, and will have no bearing or consideration in the awarding of this procurement.

Required: No Mandatory ResponseNo

Response Comments

Please complete the attached form, included with the Terms and Conditions document, and attach all pertinent documentation regarding your company's efforts to achieve diversity business participation. This information must be submitted with the bid document and monthly thereafter until a reasonable level of diversity business participation is achieved.

Confirm below that you have completed this attached form by choosing, "Yes".

Required: Yes Mandatory ResponseYes

Response Comments

There is a spreadsheet attached which shows the only acceptable brands/models for each item. Did you complete the information for each line # of the spreadsheet you are bidding, including item/part number, brand, UOM, Packaging UOM, Price?

Required: Yes Mandatory ResponseYes



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Response Comments

Please enter the number of days that your bid offer will expire from the bid opening date:

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Bid Offer Expiration

Enter the expiration date of your bid offer in the space provided on this Invitation to Bid. A minimum period of thirty (30) days from the bid closing date is requested. The state shall have sixty (60) days to accept the bid if a minimum period is not stated.

What is the Brand/Model you are Bidding?

Required: Yes Mandatory ResponseNo

Response Comments

How many days after receipt of purchase order will it take you to deliver this item?

Required: Yes Mandatory ResponseNo

Response Comments

Please list the following for all licenses and permits required by federal and state law.

List the Type of License
List the Name on the License
List the License Number
List the Expiration Date

Required: Yes Mandatory ResponseNo



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Response Comments

Associated Terms:

Licenses (Listings):

A bidder must have all licenses and permits required by federal, state and local laws for performance of this contract. List the date and description of each in the space provided below.

For condoms bid, the bidder shall attach the 510K letter (21 CFR 884.5300):
vendor must provide letter verifying that condoms meet ASTM Standard D3492
within 5 days of award notification.

Required: No Mandatory ResponseNo

Response Comments

The bidder shall indicate whether or not they plan to sub-contract

No: The bidder does not anticipate using a sub-contractor at this time and agrees to submit a request to subcontract during the contract period prior to using a subcontractor.

Yes: The bidder shall list the subcontractor(s). Attach list of additional subcontractors to the bid, please include the following for each.

List the Sub-Contractor's Name

List the Sub-Contractor's Address

List the Sub-Contractor's Contact Person

List the Sub-Contractor's Phone Number

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Subcontracting

The Contractor shall not assign this Contract or enter into a subcontract for any of the goods or services provided under this Contract without obtaining the prior written approval of the Central Procurement Office. Notwithstanding any use of approved subcontractors, the Contractor shall be the prime contractor and shall be responsible for all work provided.

The bidder shall indicate their standard warranty period

List the Standard Warranty Period

Required: Yes Mandatory ResponseNo



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Response Comments

Associated Terms:

Warranty Period

Bidder shall indicate their standard warranty period

Enter the amount and location of your inventory in the space provided below.

List the Average Inventory's Dollar Amount

Describe the Type of Products in the Inventory

List the Location of the Inventory

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Inventory

Bidders must have or have available for their own use an inventory of products or supplies sufficient to make shipment within the time stated for delivery. Enter the amount and location of your inventory in the space provided below.

List the Return Goods Policy:

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Return Goods Policy

All costs associated with the return of goods for repair and/or replacement under warranty shall be done at the expense of the vendor/ contractor, unless otherwise specified. The bidder shall indicate below their standard return goods policy.



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Bidder Information

Firm Name:		
Name:	Signature:	Date:
Phone #:	Fax #:	
Street Address:		
City & State:	Zip Code:	
Email:		



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Appendix B - Terms & Conditions

1. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.
2. Should any data change in the future, the Supplier agrees to immediately submit the correct information electronically through the state's Supplier Portal or the information will be submitted in writing and mailed to one of the following addresses:

If the supplier is actively bidding but has not yet been awarded a purchase order or contract, please submit changes to the following address:

Tennessee Department of General Services
Purchasing Division
3rd Floor Tennessee Tower
Nashville, TN 37243

If the supplier is currently doing business with the state please submit changes to the following address:

Department of Finance and Administration

3. No person on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or denied benefits of, or be otherwise subjected to discrimination in the performance of the Contract or in the employment practices of the Contractor. The Contractor shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to employees and applicants, notices of non-discrimination.
4. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that he/she is a legal citizen of the United States or Permanent Resident Alien and that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.

Last Updated: 06/11/2009